

## **Minutes of the Human Resources Committee**

**Tuesday, September 15, 2015**

Chair Zimmermann called the meeting to order at 1:03 p.m.

**Present:** Supervisors Dave Zimmermann, Bill Mitchell, Jeremy Walz, Mike Crowley, Larry Nelson, and Christine Howard. **Absent:** Jennifer Grant.

**Also Present:** Chief of Staff Mark Mader, Principal Risk Management Analyst Mark Jatczak, Budget Manager Linda Witkowski, Senior Financial Analyst Steve Trimborn, Solutions Administrator Dave Kragenbrink, Budget Specialist Bill Duckwitz, Accounting Services Manager Larry Dahl, and Human Resources Manager Jim Richter. Recorded by Mary Pedersen, County Board Office.

### **Approve Minutes of 7-21**

MOTION: Crowley moved, second by Walz to approve the minutes of July 21. Motion carried 6-0.

### **Chair's Executive Committee Report of 8-17 & 9-14**

Zimmermann said the Executive Committee, at their last two meetings, approved the audit scope for the Collections Division, approved several ordinances (some of which have since been approved by the full County Board), approved the request for proposal committee's recommendation concerning the former Human Services Building, heard an update on the asbestos analysis project at the former Human Services Building, discussed capital projects, and heard standing committee reports.

### **Schedule Next Meeting Dates**

- October 6 (Budget reviews; Nelson absent)
- October 20 (Regular meeting)

### **Legislative Update**

Mader said Legislative Policy Advisor Sarah Spaeth is working with the Federated Library Director to get a bill passed in Madison pertaining to the size of the library boards.

### **Six Month Report on Workers Compensation Claims**

Jatczak reviewed the Workers Compensation report as outlined. During the first six months of 2015, 53 claims were opened and of those, 32 remained open at the end of six months. Of those 53 claims, five of them are considered more serious in nature. The total incurred by the end of six months was \$200,151. Since 2011, 444 claims have opened, 48 remained open, and \$3,534,906 was incurred. Jatczak highlighted some of the larger claims that opened and closed. Answering Crowley's question, Jatczak said the County's current experience modification rating factor is .91% which we have not seen here since around 2007.

MOTION: Howard moved, second by Walz to accept the six month report on Workers Compensation claims. Motion carried 6-0.

### **Update on Grant/Sunset Positions**

Witkowski distributed copies of her report titled "Sunset Position Changes from the 2015 Annual Report as of August 2015" which included information on department, fund, and changes from the 2014 report. Sunset positions are funded by grants and if these grants are reduced or eliminated, the positions are reduced or terminated accordingly. Currently there are 92 full-time, 10 part-time, and 5

temporary extra help sunset positions in the County. There was a net reduction of 1 full-time sunset position from last year's report.

MOTION: Crowley moved, second by Howard to accept the annual update on grant/sunset positions. Motion carried 6-0.

**Review and Discuss the 2016–2020 Capital Projects Plan Relative to the Human Resources Committee: a) Item 55 – County Board Room Technology Upgrade Project; and b) Item 56 – Payroll/Human Resources Information System Study**

Kragenbrink reviewed the County Board Room technology upgrade project to upgrade the voting, microphone, and printing systems for a total project cost of \$115,000. Kragenbrink and Mader discussed ongoing issues involving the current systems and anticipated improvements. Answering Walz's question, Crowley said the current system is about 25 years old. Mader noted the new equipment will be portable in the event the County Board Room is moved to a new location in the future. Kragenbrink said a vendor has not been selected and a request for proposal would be released after January 1. Zimmermann said at the Executive Committee meeting, it was noted that five different solutions were looked at.

MOTION: Howard moved, second by Walz to express support for Capital Project #201619 – County Board Room Technology Upgrade. Motion carried 6-0.

Richter and Dahl reviewed the Payroll/Human Resources information system study. Richter said the current system has been in place since 2004. It is self-hosted and the system life is coming to an end. This project funds a consultant study that will facilitate planning for and acquiring an upgraded payroll system with improved functionality, new capabilities, and would include a more user friendly reporting tool. From a human resources perspective, Richter explained this in detail which would result in less paper, less duplicative manual entry by staff, etc. The total cost for this study is estimated at \$75,000. Dahl discussed new system improvements including improved reporting, updating of ledger files, and capabilities with the County's third party benefits administrators. In response to Mitchell's question, Richter said the goal is to obtain a cloud-based software system for improved maintenance and updating capabilities.

MOTION: Mitchell moved, second by Crowley to express support for Capital Project #201617 – Payroll/Human Resources Information System Study. Motion carried 6-0.

**Closed Session**

MOTION: Walz moved, second by Howard to go into closed session at 2:08 p.m. in accordance with Section 19.85 (1)(e) Wis. Stats. for the purpose of discussing collective bargaining issues for those employees covered under the Wisconsin Professional Police Association (WPPA) Union, and to approve closed session minutes of previous meeting(s). Motion carried 6-0.

The committee returned to open session at 3:05 p.m.

MOTION: Mitchell moved, second by Crowley to adjourn at 3:05 p.m. Motion carried 6-0.

Respectfully submitted,

Jennifer Grant  
Secretary